2015-2016 Monthly Focus Chart for School Support

The following chart highlights project-wide focus areas for each month of the 2015-2016 school year. OPI State Contact, Consultant Focus, and School Leadership Teams (SLTs) will work in collaboration to target additional areas specific to individual school and districts needs in addition to these suggestions

	OPI State Contact Focus	Consultant Focus	SLT Focus

September	❏ Check to see if complete and support the completion of September Assessment PD Plan's requirements
	❏ Receive, review and approve SSC's agenda a week before scheduled visit
	❏ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit
	❏ Call with SSC for a brief discussion within five days after the visit
		❏ Check to see if and support the completion of September Assessment PD Plan's requirements
		❏ Send structured Before Agenda to SLT & OPI State Contact one week before visit
		❏ Follow structured Agenda at site visits Support:
		  o Action Plan reflects areas for improvement in the Continuous Improvement Cycles
		  o Implementation of Literacy Plan Binders
		❏ Provide support in classrooms
		❏ Professional development and classroom implementation support
		  o All: MCCS iTunesU Courses
		  o Secondary:
		    ▪ Course and Unit Organizers
		    ▪ Literacy Strategies
		    ▪ All tied to the school's Instructional Framework
		  o Elementary:
		    ▪ Core Sourcebook
		    ▪ Student Profile folders
		    ▪ Tied to school's non-negotiables
		❏ Conduct observation walkthroughs with principal and SLT members as appropriate
		❏ Set structured agenda for next visit with SLT
		❏ Send After Agenda and updated Action Plan within five days after visit
		❏ Call your OPI State Contact for a brief discussion within five days after the visit
			❏ Check to see if and support the completion of September Assessment PD Plan's requirements
			❏ Work with SSC to intentionally plan visits
			❏ Conduct observation walkthroughs
			❏ SLT meeting with SSC Focus:
			❏ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❏ Begin compiling documentation for Literacy Plan Binders
			❏ Coordinate with SSC during their visit to:
			  o Update Action Plan
			    ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			  o Archive goals and steps that have been completed or are now sustained
			❏ Set structured Agenda for next visit with SSC

* indicates the focus is applicable when a visit is scheduled for that month

Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus
October	❑ Check to see if complete and support the completion of October Assessment PD Plan's requirements ❑ Facilitate MSRP/SS meeting at Red Lion, Helena o October 12-13, 2015 ❑ Review school's data ❑ Receive, review and approve SSC's agenda a week before scheduled visit ❑ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit ❑ Call with SSC for a brief discussion within five days after the visit	❑ Check to see if and support the completion of October Assessment PD Plan's requirements ❑ Attend MSRP/SS meeting at Red Lion, Helena o October 12-13, '15 with SLTs o October 14, '15 – Consultant and Advisor training ❑ Send structured Before Agenda to SLT & OPI State Contact one week before visit ❑ Follow structured Agenda at site visits Support: o Action Plan reflects areas for improvement in the Continuous Improvement Cycles o Implementation of Literacy Plan Binders ❑ Continue to provide support in classrooms ❑ Professional development and classroom implementation support o All: MCCS iTunesU Courses o Secondary: ▪ Course and Unit Organizers ▪ Literacy Strategies ▪ All tied to the school's Instructional Framework o Elementary: ▪ Core Sourcebook ▪ Student Profile folders ▪ Tied to school's non-negotiables ❑ Conduct observation walkthroughs with principal and SLT as appropriate ❑ Set structured Agenda for next visit with SLT ❑ Send After Agenda and updated Action Plan within five days after visit ❑ Call your OPI State Contact for a brief discussion within five days after the visit	❑ Check to see if and support the completion of October Assessment PD Plan's requirements ❑ Attend MSRP meeting at Red Lion, Helena o October 12-13, '15 ❑ Work with SSC to intentionally plan visit o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses o Secondary: ▪ Course and Unit Organizers ▪ Literacy Strategies ▪ Tied to the school's Instructional Framework o Elementary: ▪ Core Sourcebook ▪ Student Profile folders ▪ Tied to the school's non-negotiables ❑ Conduct observation walkthroughs ❑ SLT meeting with SSC Focus: ❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles ❑ Begin compiling documentation for Literacy Plan Binders ❑ Coordinate with SSC during their visit to: o Update Action Plan ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement o Archive goals and steps that have been completed or are now sustained ❑ Set structured Agenda for next visit with SSC

* indicates the focus is applicable when a visit is scheduled for that month

Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus

November	❑ Check to see if complete and support the completion of November Assessment PD Plan's requirements
	❑ Review school's data
	❑ Receive, review and approve SSC's agenda a week before scheduled visit
	❑ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit
	❑ Call with SSC for a brief discussion within five days after the visit
		❑ Check to see if and support the completion of November Assessment PD Plan's requirements
		❑ Send structured Before Agenda to SLT & OPI State Contact one week before visit
		❑ Follow structured Agenda at site visits
		Support:
		  o Action Plan reflects areas for improvement in the Continuous Improvement Cycles
		  o Implementation of Literacy Plan Binders
		❑ Continue to provide support in classrooms
		❑ Professional development and classroom implementation support
		  o All: MCCS iTunesU Courses
		  o Secondary:
		    ▪ Course and Unit Organizers
		    ▪ Literacy Strategies
		    ▪ All tied to the school's Instructional Framework
		  o Elementary:
		    ▪ Core Sourcebook
		    ▪ Student Profile folders
		    ▪ Tied to school's non-negotiables
		❑ Conduct observation walkthroughs with principal and SLT as appropriate
		❑ Set structured Agenda for next visit with SLT
		❑ Send After Agenda and updated Action Plan within five days after visit
		❑ Call your OPI State Contact for a brief discussion within five days after the visit
			❑ Check to see if and support the completion of November Assessment PD Plan's requirements
			❑ Work with SSC to intentionally plan visit
			  o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses
			  o Secondary:
			    ▪ Course and Unit Organizers
			    ▪ Literacy Strategies
			    ▪ Tied to the school's Instructional Framework
			  o Elementary:
			    ▪ Core Sourcebook
			    ▪ Student Profile folders
			    ▪ Tied to the school's non-negotiables
			❑ Conduct observation walkthroughs
			❑ SLT meeting with SSC
			Focus:
			❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❑ Begin compiling documentation for Literacy Plan Binders
			❑ Coordinate with SSC during their visit to:
			  o Update Action Plan
			    ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			  o Archive goals and steps that have been completed or are now sustained
			❑ Set structured Agenda for next visit with SSC

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Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus

December	❑ Check to see if complete and support the completion of December Assessment PD Plan's requirements
	❑ There should not be ~~any~~ SSC visits in December
		❑ Check to see if and support the completion of December Assessment PD Plan's requirements
		❑ No visits in December
		❑ Set structured Agenda for next visit with SLT
		❑ Send After Agenda, updated Action Plan, and updated Archived Action Goals and Steps within five days after visit
		❑ Call your OPI State Contact for a brief discussion within five days after the visit
			❑ Check to see if and support the completion of December Assessment PD Plan's requirements
			❑ Work with SSC to intentionally plan visit
			  o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses
			  o Secondary:
			    ▪ Course and Unit Organizers
			    ▪ Literacy Strategies
			    ▪ Tied to the school's Instructional Framework
			  o Elementary:
			    ▪ Core Sourcebook
			    ▪ Student Profile folders
			    ▪ Tied to the school's non-negotiables
			❑ Conduct observation walkthroughs
			❑ SLT meeting with SSC
			Focus:
			❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❑ Begin compiling documentation for Literacy Plan Binders
			❑ Coordinate with SSC during their visit to:
			  o Update Action Plan
			    ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			  o Archive goals and steps that have been completed or are now sustained
			❑ Set structured Agenda for next visit with SSC

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Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus

January	❑ Check to see if complete and support the completion of January Assessment PD Plan's requirements
	❑ Review school's data
	❑ Receive, review and approve SSC's agenda a week before scheduled visit
	❑ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit
	❑ Call with SSC for a brief discussion within five days after the visit
		❑ Check to see if and support the completion of January Assessment PD Plan's requirements
		❑ Send structured Before Agenda to SLT & OPI State Contact one week before visit
		❑ Follow structured Agenda at site visits
		Support:
		  o Action Plan reflects areas for improvement in the Continuous Improvement Cycles
		  o Implementation of Literacy Plan Binders
		❑ Provide support in classrooms
		❑ Professional development and classroom implementation support
		  o All: MCCS iTunes U Courses
		  o Secondary:
		    ▪ Course and Unit Organizers
		    ▪ Literacy Strategies
		    ▪ All tied to the school's Instructional Framework
		  o Elementary:
		    ▪ Core Sourcebook
		    ▪ Student Profile folders
		    ▪ Tied to school's non-negotiables
		❑ Conduct observation walkthroughs with principal and SLT Members as appropriate
		❑ Set structured Agenda for next visit with SLT
		❑ Send After Agenda and updated Action Plan within five days after visit
		❑ Call your OPI State Contact for a brief discussion within five days after the visit
			❑ Check to see if and support the completion of January Assessment PD Plan's requirements
			❑ Work with SSC to intentionally plan visit
			  o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses
			  o Secondary:
			    ▪ Course and Unit Organizers
			    ▪ Literacy Strategies
			    ▪ Tied to the school's Instructional Framework
			  o Elementary:
			    ▪ Core Sourcebook
			    ▪ Student Profile folders
			    ▪ Tied to the school's non-negotiables
			❑ Conduct observation walkthroughs
			❑ SLT meeting with SSC
			Focus:
			❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❑ Begin compiling documentation for Literacy Plan Binders
			❑ Coordinate with SSC during their visit to:
			  o Update Action Plan
			    ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			  o Archive goals and steps that have been completed or are now sustained
			❑ Set structured Agenda for next visit with SSC

* indicates the focus is applicable when a visit is scheduled for that month

Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus

February	❑ Check to see if complete and support the completion of February Assessment PD Plan's requirements
	❑ Review school's data
	❑ Receive, review and approve SSC's agenda a week before scheduled visit
	❑ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit
	❑ Call with SSC for a brief discussion within five days after the visit
		❑ Check to see if and support the completion of February Assessment PD Plan's requirements
		❑ Send structured Before Agenda to SLT & OPI State Contact one week before visit
		❑ Follow structured Agenda at site visits
		Support:
		  o Action Plan reflects areas for improvement in the Continuous Improvement Cycles
		  o Implementation of Literacy Plan Binders
		❑ Continue to provide support in classrooms
		❑ Professional development and classroom implementation support
		  o All: MCCS iTunesU Courses
		  o Secondary:
		    ▪ Course and Unit Organizers
		    ▪ Literacy Strategies
		    ▪ All tied to the school's Instructional Framework
		  o Elementary:
		    ▪ Core Sourcebook
		    ▪ Student Profile folders
		    ▪ Tied to school's non-negotiables
		❑ Conduct observation walkthroughs with principal and SLT as appropriate
		❑ Set structured Agenda for next visit with SLT
		❑ Send After Agenda and updated Action Plan within five days after visit
		❑ Call your OPI State Contact for a brief discussion within five days after the visit
			❑ Check to see if and support the completion of February Assessment PD Plan's requirements
			❑ Work with SSC to intentionally plan visit
			  o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses
			  o Secondary:
			    ▪ Course and Unit Organizers
			    ▪ Literacy Strategies
			    ▪ Tied to the school's Instructional Framework
			  o Elementary:
			    ▪ Core Sourcebook
			    ▪ Student Profile folders
			    ▪ Tied to the school's non-negotiables
			❑ Conduct observation walkthroughs
			❑ SLT meeting with SSC
			Focus:
			❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❑ Begin compiling documentation for Literacy Plan Binders
			❑ Coordinate with SSC during their visit to:
			  o Update Action Plan
			    ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			  o Archive goals and steps that have been completed or are now sustained
			❑ Set structured Agenda for next visit with SSC

* indicates the focus is applicable when a visit is scheduled for that month

Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus

March	❑ Check to see if complete and support the completion of March Assessment PD Plan's requirements
	❑ Review school's data
	❑ Receive, review and approve SSC's agenda a week before scheduled visit
	❑ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit
	❑ Call with SSC for a brief discussion within five days after the visit
		❑ Check to see if and support the completion of March Assessment PD Plan's requirements
		❑ Send Structured Before Agenda to SLT & OPI State Contact one week before visit
		❑ Follow structured Agenda at site visits Support:
		  o Action Plan reflects areas for improvement in the Continuous Improvement Cycles
		  o Implementation of Literacy Plan Binders
		❑ Continue to provide support in classrooms
		❑ Professional development and classroom implementation support
		  o All: MCCS iTunesU Courses
		  o Secondary:
		    ▪ Course and Unit Organizers
		    ▪ Literacy Strategies
		    ▪ All tied to the school's Instructional Framework
		  o Elementary:
		    ▪ Core Sourcebook
		    ▪ Student Profile folders
		    ▪ Tied to school's non-negotiables
		❑ Conduct observation walkthroughs with principal and SLT as appropriate
		❑ Set Structured Agenda for next visit with SLT
		❑ Send After Agenda and updated Action Plan within five days after visit
		❑ Call your OPI State Contact for a brief discussion within five days after the visit
			❑ Check to see if and support the completion of March Assessment PD Plan's requirements
			❑ Work with SSC to intentionally plan visit
			  o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses
			  o Secondary:
			    ▪ Course and Unit Organizers
			    ▪ Literacy Strategies
			    ▪ Tied to the school's Instructional Framework
			  o Elementary:
			    ▪ Core Sourcebook
			    ▪ Student Profile folders
			    ▪ Tied to the school's non-negotiables
			❑ Conduct observation walkthroughs
			❑ SLT meeting with SSC Focus:
			❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❑ Begin compiling documentation for Literacy Plan Binders
			❑ Coordinate with SSC during their visit to:
			  o Update Action Plan
			    ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			  o Archive goals and steps that have been completed or are now sustained
			❑ Set structured Agenda for next visit with SSC

* indicates the focus is applicable when a visit is scheduled for that month

	OPI State Contact Focus	Consultant Focus	SLT Focus

April	❑ Check to see if complete and support the completion of April Assessment PD Plan's requirements
	❑ Review school's data
	❑ Receive, review and approve SSC's agenda a week before scheduled visit
	❑ Receive, review and approve SSC's Action Plan with 5 days of the scheduled visit
	❑ Call with SSC for a brief discussion within five days after the visit
		❑ Check to see if and support the completion of April Assessment PD Plan's requirements
		❑ Send Structured Before Agenda to SLT & OPI State Contact one week before visit
		❑ Follow structured Agenda at site visits
		Support:
		❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
		❑ Implementation of Literacy Plan Binders
		❑ Continue to provide support in classrooms
		❑ Professional development and classroom implementation support
		    o All: MCCS iTunesU Courses
		    o Secondary:
		      ▪ Course and Unit Organizers
		      ▪ Literacy Strategies
		      ▪ All tied to the school's Instructional Framework
		    o Elementary:
		      ▪ Core Sourcebook
		      ▪ Student Profile folders
		      ▪ Tied to school's non-negotiables
		❑ Conduct observation walkthroughs with principal and SLT as appropriate
		❑ Set Structured Agenda for next visit with SLT
		❑ Send After Agenda and updated Action Plan within five days after visit
		❑ Call your OPI State Contact for a brief discussion within five days after the visit
		❑ Contact OPI State Contact if any dates in May are planned
			❑ Check to see if and support the completion of April Assessment PD Plan's requirements
			❑ Work with SSC to intentionally plan visit
			    o Provide time for SSC to provide PD and support on the All: MCCS iTunesU Courses
			    o Secondary:
			      ▪ Course and Unit Organizers
			      ▪ Literacy Strategies
			      ▪ Tied to the school's Instructional Framework
			    o Elementary:
			      ▪ Core Sourcebook
			      ▪ Student Profile folders
			      ▪ Tied to the school's non-negotiables
			❑ Conduct observation walkthroughs
			❑ SLT meeting with SSC
			Focus:
			❑ Action Plan reflects areas for improvement in the Continuous Improvement Cycles
			❑ Begin compiling documentation for Literacy Plan Binders
			❑ Coordinate with SSC during their visit to:
			    o Update Action Plan
			      ▪ Should reflect areas in the Continuous Improvement Cycles needing improvement
			    o Archive goals and steps that have been completed or are now sustained
			❑ Set structured Agenda for next visit with SSC

* indicates the focus is applicable when a visit is scheduled for that month

Instructional Innovations

	OPI State Contact Focus	Consultant Focus	SLT Focus
May	❑ Check to see if complete and support the completion of May Assessment PD Plan's requirements ❑ No May visits	❑ Check to see if and support the completion of May Assessment PD Plan's requirements ❑ No May visits	❑ Check to see if and support the completion of May Assessment PD Plan's requirements ❑ No May visits

* indicates the focus is applicable when a visit is scheduled for that month

Instructional Innovations